

MADISON GREEN MASTER ASSOCIATION
BOARD OF DIRECTOR'S MEETING
August 26, 2015

Eileen Feiertag, President, called the meeting to order at 6:30 pm.

Officers and Directors present were: Eileen Feiertag, President; Bernie Holmstock, Vice President; David Schenkelberg, Treasurer; Maxine Yoss, Secretary, Max Mollohan, Director; Charles Larsen, Director; and Carolyn Hmara, Director. Lynn Linfante, Property Manager and Dianne Gasc, Assistant Property Manager, also in attendance.

Eileen Feiertag stated the meeting was properly noticed in accordance with the By-Laws and a quorum was present.

Motion made by Bernie Holmstock to waive the reading of the minutes from the Board of Directors Meeting held on July 29, 2015 and approve them as written.

Seconded by Max Mollohan.

Motion carries: 6 - 0. Maxine Yoss abstained.

Treasurer's Report: David Schenkelberg reported on the Financials as of July 31, 2015. Operating cash is at \$800,847. Reserve cash is at \$780,744. David noted the number of delinquent units is 332 units, up from last month, which was 225 units. David said July usually has a large spike due to the summer. Total overall expenses were over budget by \$59, 561. This number is skewed because the Comcast Cable invoices (for two months) was paid two times in July. This will be balanced out for the next monthly financial report. David commented that we are actually very close to budget. Two units have been sent to Rosenbaum Mollengarden to lien foreclosure. From the Board approved July list of seven (7) units approved for suspension, one unit has paid and six units have been sent to Rosenbaum Mollengarden for collections.

Property Manager's Report: Charles Larsen asked Lynn Linfante to check if there is a PVC replacement for the butterfly valve for the Kiddie Pool.

Carolyn Hmara mentioned there are still many bugs on the flagpole light. Lynn will make sure that the light by the flagpole is cleaned more often.

Jeff Hmara, a Walden resident, questioned the frequency of the cleaning of the street drains at the intersection of Crestwood and Okeechobee Boulevards. As stated in the Property Manger's report, the Village of Royal Palm will be cleaning these once every six (6) months.

COMMITTEE AND AD-HOC COMMITTEE REPORTS:

Government Liaison Report: Jeff Hmara, VRPB Councilman, spoke about the upcoming storm and the condition of the storm water systems and said there is improvement in the retention areas from South Florida Water Management District. The Village hired with a contractor to do an overhead survey, LIDAR to get an elevation. The Village is doing a pilot dredging of the canals. If there are less aquatic weeds, the water flow will improve. Jeff spoke about the Annexation of 200 acres located on Southern Boulevard, south of Costco, behind Lowes. This area is surrounded by Wellington and Royal Palm Beach and is unincorporated land. The homeowners in this area will be voting by mail-in ballot on the issue of Annexation in October. The last item Jeff spoke about was GL Homes. GL Homes wants to increase the number of homes allowed from 490 homes to 4,000 homes to be built. The area is located northwest of the Minto West project on Seminole Pratt. The council is concerned with this issue, and expects to have this issue come before the BCC for a vote in January 2016.

Maxine Yoss asked Jeff if he could check into the status of a locally installed County generator.

MGMA ARC Committee:

Marty Ross reported on the MGMA ARC Committee meetings that were held August 4 and 18, 2015. A total of 18 ARC's were reviewed and approved by the Committee: six (6) for exterior painting; five (5) for landscaping; twp (2) for fence installation; one (1) for gutter installation; two (2) for shutter installation; one (1) for lantern installation; and one (1)

for pergola installation. The MGMA Property Manager completed the final inspection and approved the return of nine (9) ARC deposits for: three (3) for exterior paint; one (1) for fence installation; one (1) for front door replacement; one (1) for patio installation; one (1) for a wider driveway; one (1) for outdoor BBQ installation; and one (1) for window installation.

Two (2) ARC deposits were forfeited from ARC's that were approved over one year ago, totaling \$200. These homeowners never submitted a final inspection for the return of their deposits.

Carolyn Hmara requested clarification on the issue of allowing homeowners to enlarge their driveways. Marty Ross responded that this is a decision left to the individual Villages. The Master regulations were silent on this issue.

Golf Course Liaison Report: Charles Larsen reported that the Golf Course aeration has been completed and that there are a few slots open in the Thursday Night Scramble.

Lynn Linfante reported that she spoke with Mike Brady about two dead queen palm trees at the Fairfax front entrance and a dead bottle palm located behind the Madison Green Clubhouse. Mike Brady informed Lynn that the dead palms will be removed this week. Several concerns were raised: the Golf Course front monument needs maintenance; there is a light out on the south end by the Golf Course monument, and the sign located on the isle between the driveways is peeling. Charles will speak with Mike Brady about these issues.

Keith Epstein, an Oakmont resident, asked if the Master could plant flowers by the Golf Course monument. Carolyn explained that the Master has tried this in the past, and the Golf Course did not water the area and the flowers died.

Felix Martinez, Tallfield Associates, thanked Charles Larsen and the Golf Course for allowing him to borrow a golf cart to inspect the backs of the homes that Tallfield manages.

Lakes Liaison Report: Charles Larsen reported that there are about 100 dead fish in Lake #14. This has been reported to Superior Waterways. Charles said an easement exists for electricity for a bubbler in Lake #18. He is still looking for an easement for electricity for Lake #5. Next month there should be pricing for the bubbler installation project.

Activities Liaison Report: Bernie Holmstock reported on several unofficial activities in Madison Green. Donna Broder, an Oakmont resident, organized a water aerobics on Monday nights and there is a Book Club that meets once a month started by Cecilia Wolf, a Pinehurst resident. Bernie also mentioned there is a NextDoor Dinner Club that meets at the Mar Bar restaurant on the second Friday of each month. Charles Larsen has an ongoing Men's Club breakfast that meets on the first Saturday morning of each month. The next official MGMA event will be the annual Halloween party.

Landscaping Liaison Report: Carolyn Hmara questioned the health of the Oyster plants on Pine Road and Grand Oaks Boulevard. Lynn reported that she was aware of the situation. She spoke to SBT and the Oyster plants were receiving too much water from the watering schedule and the daily rain. SBT was told to adjust the watering schedule for these areas. Carolyn Hmara reported that she is working on the annual November plantings plan.

UNFINISHED BUSINESS:

Crestwood Boulevard Royal Palm Tree Removal & Replacement: Completed.

Replacing Phone System – PBX Board: Completed.

Irrigation Contract: Contract signed. New contract will begin on September 1, 2015. The contract with SBT has been terminated by letter.

Lighting Project:

Okeechobee and Crestwood Monuments: Completed.

Clubhouse Lighting: Deferred to September.

Carolyn Hmara requested that the Board consider the addition of one more light fixture at each of the Okeechobee/Crestwood Monuments. As there was no pricing available, discussion was deferred until October. Lynn Linfante will reach out to the vendor for pricing.

Donna Broder, an Oakmont resident, asked if the Clubhouse lighting project will be completed in 2015. Eileen Feiertag replied that it is expected to be completed this year.

New Announcement Signs: Dianne Gasc reported that the signs are in production and should be delivered before the next MGMA Board meeting.

2016 Possible Projects Wish List: Dianne Gasc read the list of eleven (11) potential projects and the associated estimated costs for 2016 MGMA Budgeting:

- | | |
|--|---|
| 1. Addition of a storage building for equipment, golf cart, and trash. | \$40,000 |
| 2. Solar heater panels over the heaters. | \$40,000 |
| 3. Security cameras for the playground and tennis courts. | \$ 5,000 |
| 4. A seating area in front of the Clubhouse. | \$ 4,000 |
| 5. Re-surfacing of the Clubhouse parking lot. | \$10,400, includes root barrier |
| 6. Commercial pressure washer. | \$ 1,800 |
| 7. Outdoor lighting at the pool. | ? |
| 8. Lake fountain. | \$25,000 plus electrical installation & monthly electric fees |
| 9. Re-furbish the Great Room. | \$25,000, based on 2007 cost |
| 10. Professional painting of kiddie mushroom. | \$ 979, with refinishing instructions |
| 11. Golf Cart | \$ 7,000-9,000 (new); \$3,500-5,000 (used) |

Eileen Feiertag asked to remove the re-furbishing of the Great Room. The cost of the seating in front of the Clubhouse was reduced to \$2,000. This information is for David Schenkelberg to use as a guideline at budget time. The wish list items will be prioritized at the Budget meetings. Donna Broder, an Oakmont resident, pointed out that even though the list looks "scary", it doesn't necessarily mean that Association Dues will be raised. Jeff Hmara, a Walden resident, said that the MGMA Auditor recommended that Liquidity Ratio should be 4 months in cash. David reminded the Board that although the Association has a large amount of operating cash currently, the Associations monthly expenses are between \$135,00 and \$150,000. He recommends to plan at the low point.

Motion made by Bernie Holmstock to set up an Ad-Hoc Long Term Planning Committee to identify the long term capital needs of the MGMA.

Seconded by Charles Larsen.

Motion carries: 6 - 1. David Schenkelberg voted against the motion.

This Ad-Hoc Committee will be headed by Bernie Holmstock.

MGMA Color Chart Revision:

Marty Ross read the MGMA ARC Report. See attached.

Motion made by David Schenkelberg to approve Andrea Jambeck-Manweiller and Kathie Guerzon as alternate members of the MGMA ARC Committee.

Seconded by Bernie Holmstock.

Motion carries: 5 - 0; Eileen Feiertag and Bernie Holmstock abstained.

Motion made by Bernie Holmstock to approve the revised Madison Green Color Chart as presented to the Board. Main changes are:

- The addition of three new Color Schemes:
 - KK: Base: Smokey Topaz with Trim: Kilian
 - LL: Base: Pueblo with Trim: Trusty Tan
 - MM: Base: Silver Slipper with Trim: Dauphin Gray.

2. The addition of a new Front Door Accent color: Loyal Blue.
3. The addition of Roof Color #2OE to existing Color Scheme L.
4. The addition of Black as an option for Garage Doors.

Seconded by Maxine Yoss.

Motion carries: 5 - 2. Maxine Yoss & Max Mollohan voted against the motion.

Discussion occurred and the Board reminded the residents in attendance that even though the MGMA Board approved a new Color Chart, each individual Village can decide to be stricter than the Master and not accept some or all of the changes. Max Mollohan asked "How many times do we have to revise the chart?" Bernie Holmstock and Keith Epstein, an Oakmont resident, were not in favor of the Loyal Blue front door option. Steve Feiertag, a Fairfax resident, and Donna Broder, an Oakmont resident, reminded the Board each Village can make their own decisions on the adoption of the changes. Jeff Hmara, a Walden resident, said that the revision of the chart was a time consuming task and the Master creates a master chart. Joey Sosa, an Oakmont resident, asked how does the resident match the color for their paint vendor. The process was explained that once the Master ARC approves the application, a cover letter with color sample swatches are mailed to the homeowner. Cathy Connelly, an Oakmont resident, recommended not to have one homeowner's request drive changes, and that frequent changes will cause confusion.

Motion made by David Schenkelberg: Previously approved by the MGMA Board on July 1, 2015 to review the MGMA Color Chart semi-annually is repealed. The prior policy passed by the MGMA Board on September 21, 2011 to review the MGMA Color Chart on a yearly basis has been re-enacted.

Seconded by Maxine Yoss.

Motion carries: 6 - 1. Carolyn Hmara voted against the motion.

Definition of Board Liaison: Pending

Large Patio Umbrella Replacement: Completed.

Surge Protectors for Electric Panels: Lynn Linfante reported that one of the four 3-phase surge protector panels was previously installed by Dan Rogers Electric and recommends that Dan Rogers Electric complete the installation of the remaining panels B, C and L for \$1,200.

Motion made by Bernie Holmstock to approve \$1,200 for the installation of the remaining three (3) surge protectors to be installed by Dan Rogers Electric.

Seconded by Maxine Yoss.

Motion carries: 7 - 0.

Tennis Court Minor Completion Project:

Motion made by David Schenkelberg to have Fast-Dry Courts paint a 2 inch line around the 10 x 20 foot concrete cabana slab for \$395 at the tennis court.

Seconded by Charlie Larsen.

Motion carries: 6 - 1. Carolyn Hmara voted against the motion.

NEW BUSINESS:

Revision of Procurement Policy

The following modifications to the Procurement Policy were presented:

1. The addition of the following paragraph: Whenever possible, all proposals for new projects, new contracts, or new service agreements should be received by the MGMA in a sealed bid envelope. The envelope must be either delivered by mail or delivery service or in person. Once received by the MGMA office, the envelope flap opening must be marked with "x" and signed and dated by the Property Manager or the Assistant Property Manager. All bids, contracts, etc. will be opened in the presence of the duly appointed committee of the Board or Board appointed liaison and the Property Manager or the Assistant Property Manager.

2. The revision of the following paragraph: The Property Manager (PM) shall ensure that all necessary products and services to maintain, repair, operate and administer the property, facilities and functions of MGMA are identified in a timely and specific manner. The PM shall whenever possible solicit bids/proposals (a minimum of two bids/proposals) to procure such products and services, based on the PM's expertise and judgment for procurements exceeding \$1,000. The PM should notify the President or designated officer of the Board as per the Purchase Order Policy of any procurements exceeding \$500 to gain concurrence before obligating MGMA with any vendor. The PM has the authority to obligate MGMA through the use of the approved Purchase Order Process up to, but not exceeding, \$1,000 per procurement action, as stated in the PM Employment Agreement. This \$1,000 procurement limit is further constrained to not exceed \$2,500 in total for each operating month, without specific authorization by the Board.

Motion made by Bernie Holmstock to accept the revised Procurement Policy as presented.

Seconded by Charlie Larsen.

Motion carries: 7 - 0.

MGMA Procedure for Fecal Removal From Pool: Dianne Gasc reported that a procedure has been placed in the Clubhouse Procedure Manual. David Schenkelberg gave an overview of the procedure.

Management Staffing on Weekends and Evening Hours: Lynn Linfante explained that there is always a senior staff member on duty on weekends and evening hours. A senior staff member is one which has been with the Association for a year or more. Both Lynn and Dianne are always available by phone and Lynn is only 20 minutes away by car. Eileen Feiertag explained that Lynn and Dianne periodically come in on weekends during busy times and will continue this action. After discussion, it was decided that the name of the senior staff for that day should be written on the "white board" at the Clubhouse entrance. Donna Broder, an Oakmont resident, did not agree with this procedure.

Clarification on Policy of Homeowners Bringing in Private Instructor/Trainers: Dianne Gasc shared her conversation with Lorraine Carrio, our insurance agent from Corporate Insurance Advisors on this issue. Lorraine recommends to continue the procedure of having homeowners sign a Hold Harmless agreement and provide their homeowner's insurance when bringing in an instructor/trainer to the Clubhouse. She also recommends that vendors invited by the homeowner, sign a Hold Harmless agreement as well in order to better protect the Association.

Motion made by Bernie Holmstock to have vendors invited into the Clubhouse by homeowners or approved renters, sign a hold harmless agreement.

Seconded by Maxine Yoss.

Motion carries: 7 - 0.

Holiday Lights: The Board instructed Lynn Linfante to develop a "scope of work" for the lighting of the Okeechobee/Crestwood monuments and to go out for bids for holiday lights. Lynn will email the Board with the "scope of work".

Replacement of Royal Palm Tree at Clubhouse:

Motion made by David Schenkelberg to have Perkins Tree and Landscaping replace the diseased Royal Palm tree on the east side of the first circle in front of the Clubhouse, not to exceed \$2,000.

Seconded by Maxine Yoss.

Motion carries: 7 - 0.

There was discussion of the size of the tree. The majority of the Board felt the size should be similar.

Shade Cover at Playground: Lynn Linfante reported that the shade cover at the playground had two tears. She has been in touch with the vendor that did the installation and the manufacturer of the cover. The material had a one year warranty and the seams a five year warranty. Lynn will continue to investigate the issue.

Motion made by Bernie Holmstock to have Jones Awning remove, repair and replace the playground shade, not to exceed \$930.

Seconded by Maxine Yoss.

Motion carries: 7 - 0.

OPEN FORUM:

Carolyn Hmara requested that when the Clubhouse lanai is reserved, it is added to the activities calendar posted on the "white board" at the Clubhouse entrance.

Joey Sosa, an Oakmont resident, wanted to know if the Board recommended anyone to put up hurricane shutters. Eileen Feiertag told him that the Board doesn't recommend vendors, but he can talk to residents after the meeting.

Felix Martinez, Tallfield Associates, representing Oakmont Village requested that the Oakmont Village streets be deeded to Oakmont. David Schenkelberg suggested to the Board that he check with the MGMA attorney, Rosenbaum Mollengarden. David will report to the Board at the next meeting. He will also talk to them about other Master/Village platting issues. Keith Epstein, an Oakmont resident, asked Bernie Holmstock to post an apology on NextDoor for a post appearing on this issue.

Carrie Greenia, a Lexington resident, requested that due to a busing issue for her son, that he be allowed to leave his bike under the Crestwood Portico. The Board did not object, but did explain to the homeowner that the MGMA would not be responsible for damage or theft.

Eileen Feiertag asked that the Comcast Cable contract will be added to the agenda item for next month.

David Schenkelberg talked briefly about a new positive pay bank service. This will added to the agenda for next month.

ADJOURNMENT:

Motion made by Max Mollohan to adjourn at 9:04 pm.

Seconded by Maxine Yoss.

Motion carries: 7 - 0.

Meeting adjourned at 9:04 pm.

Respectfully submitted by:

Lynn Linfante

Property Manager

Approved on September 30, 2015

ARC Color Revision Report

Request the board to approve the following two homeowners as alternates for the MGMA ARC: Kathy Guerzon and Andrea Jambeck-Manweiller

Request received:

3- Color scheme additions (one owner present)

1- Request for Black Garage Door (owner present)

1-Request to add a roof color #2OE to existing color scheme L

1- Request to add more colors like those in the Porto Sol subdivision

1-Request to eliminate bright colors from the color scheme

1- Request for cool grays and tan colors to be added and the Master to "Manage the sub-association color approval process."

1- Request to add more color choices (no suggestions)

1- Request stated 1 house in Oakmont and two on Fontana that are not approved colors and also wanted darker trims to be added because run off from the roofs makes the eaves dirty and homeowners are not cleaning them.

Committee met with Colorist Xio Nunez from Sherwin Williams on August 4, 2015. Two homeowners were present. Committee met again on August 11 and August 18 to revise and update color charts and finalize report to the Master Board.

Recommendations from ARC Committee:

1. Addition of three new Color schemes:

KK: Base: Smokey Topaz with Trim: Kilian

LL: Base: Pueblo with Trim: Trusty Tan

MM: Reverse of Color Scheme G Base: Silver Slipper with Trim: Dauphin Gray

2. Additional Front Door Accent color : Loyal Blue

*3. *The addition of Black Garage Doors. The Colorist stated she had never seen the use of black garage doors. There was a question on whether the black garage doors would look good on homes with more than one garage door. The committee was undecided but is recommending the black color garage door be approved leaving the final decision to each individual village on whether black garage doors are appropriate for their village.*

4. After tracking the extra hours spent in addition to our every other week meetings, the committee would like to ask the board to reconsider the twice a year update of colors. We would suggest that in January we again ask for suggestion and return to a once a year schedule. At this time, we will allot the time and will thoroughly review the colors to possibly eliminate unpopular colors and even out choices for all the roof colors. It is tedious and time consuming to update charts especially for one or two changes. Each color whether trim, base or accent must be checked with every color scheme and roof and then updated and checked on charts. These charts are prepared and updated by the committee members. They are our worksheets and charts done by the committee not MGMA staff. We must also coordinate with the colorist to get accurate samples and color books updated. Multiple updating also creates confusion among homeowners and property managers. Homeowners pick a color scheme, select a color only to find out that a few months later it is outdated. From start to finish the process takes approximately 3 months to advertise, implement and approve. The changes overlap for 30 days to give homeowners who have previously submitted ARC applications to complete before changes take place and colors are discontinued. The possibility of color changes every 6 months means we are perpetually working on color changes. We like you are volunteers and keeping volunteers is difficult. Extra time spent updating charts, coordinating with colorists added to extra meeting times gets to be more than most volunteers expect.

Thank you,

ARC Committee